

Divine Savior Board of Trustees
Minutes
December 17, 2009
(Approved Minutes)

- I) Opening Prayer – led by Joe Zenk.
- II) Attendance – Larry Konetzke, Joe Zenk, Bill Gaedke, Karin Wille, Dan Meyer, Christy Schmitz, Bonnie Hebl, Tammy Wagner, Mary Klotz. Guests: Steve Thiry with the Kiel Parish Council and Marcy Kueler from the DS Marketing Committee arriving at 7:30.
- III) Approval of Minutes – The November minutes were approved with the following corrections:
Under Financial Presentation change the original letter date from last February to last May.
Under Old Business item #2 replace Mary's name with Karin's in the last sentence.
- IV) Correspondence
 1. Dan is in correspondence with Holly from the Diocese regarding Board training that will be coming shortly
 2. Marcy Kueler with the Marketing Committee discussed the market analysis and the survey which closed on December 14th. She would like to schedule a special meeting to discuss the results they will have compiled. The board set up a tentative meeting for this presentation on January 26th at 4:00 prior to the board meeting. They are happy with the preliminary data showing that 58% of the families responded which is huge because usually only 30% respond on average. The survey is showing that having a faith based education is a number one reason for parents to send children to the Catholic School. Class size was another reason. Technology was important but did not seem to be a priority. The committee is working with Deacon Ray Dubois on a mission/strategy to bring back to the board. The committee shows that we are not reaching all of our market which includes Kiel, New Holstein, St. Anna, Elkhart Lake and St. Nazianz.
 3. The technology fund drive needs the board and all committees to stand behind Bill Hess in his efforts to solicit funding. The money will be used for server upgrade and teacher web services. They are asking each committee member to identify 5 businesses they can contact between 12/20/09 and 1/21/2010 for a donation. Letters have been sent to the businesses regarding the fund drive. The volunteers will receive a letter with instructions for doing this job They would like to know of any businesses that they may have missed on the list also.
 4. The board approved the technology committee's recommendation for server purchase. Larry will order the server.
- V) Pastor/Parish Director Report – Joe reported that the regional meetings have some good action plans and are moving forward.
- VI) Administrator's Report – The BOT reviewed Larry's report.
 1. The 8th grade class decided on going to the Wisconsin Dells for their class trip. Date, time and cost are yet to be determined.

2. The eighth grade families requested BOT approval for the 8th grade parents and students to hold a lock-in. Date, time & location to be determined based on school availability and parent chaperone and volunteer availability. All voted yes
3. The eighth grade families requested BOT approval for the 8th grade parents/students to hold additional (voluntary) fundraisers for the class trip, DC Safety Patrol Trip and the lock-in. The board voted on two of the four options for fundraising being (1) to sell raffle tickets for bakery and gift basket(s) at the country breakfast conducted during CSW and (2) to have a spring car wash and brat fry. All voted yes for these two options. The board voted no to them selling raffle tickets for gift basket raffles after mass and for having a 50/50 raffle at the basketball tournament in February.
4. The board discussed that any overages from fundraising would have to be donated back to the school. The kids could have a choice of how they want to do this in a creative way with guidance.
5. The eighth grade families requested board approval to have extra fundraising money go toward graduation fees, class trip chaperone costs and lock in costs. The board voted to have any extra money go to lock in costs. All voted yes to this one option. All voted no to having the money go towards graduation fees and class trip chaperone costs.
6. The Kiel parents requested a meeting on December 10th regarding the site for graduation. This meeting was not held due to inclement weather. Larry talked to the parents about rescheduling and they decided not to have the meeting but may send him a letter. Larry's decision is to keep graduation at the New Holstein campus. The board stands behind his decision.
7. The board approved Standard 1 of 11 for accreditation. The Divine Savior Mission Statement should be displayed in each classroom, the parent/student handbook, the staff handbook, the school brochure, on weekly newsletters, the strategic plan and on its website. The board discussed having an electronic database for the policies in the future that would require passwords and a master book would be kept at school. Policies should be reviewed yearly. Once they are all established it will not take a lot of time to review a section at each meeting.
8. The Strategic Plan was presented and discussed. Larry presented the plan as a starting point and as an ongoing goal. This document is flexible and can be changed. It will drive the budget so should be reviewed monthly. The vision statement is good and should be reflected in each of the priorities & goals. There was discussion of forming a tracking committee. The Strategic Plan will be discussed again at the January meeting.

VII) Actions required by the BOT:

1. The BOT approved the transfer of \$250 from Divine Savior to SPPS for sound proofing the Kiel gym. The money was donated to Kiel for painting but wasn't done so they chose to use the money for sound proofing. The school can't maintain the buildings & grounds so the money will have to be transferred to the Kiel Parish.

VIII)Adjournment – meeting was adjourned at 8:37 p.m.

Submitted by Bonnie Hebl.